

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Fire Chief

BAND	GRADE	
E	925	
DEPARTMENT: Fire	ACCOUNTABLE TO: City Manager	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbent is responsible for the overall direction and operations of the City of Lake Havasu's fire department. Duties include: developing and implementing department wide policies, developing and administering the department budget, working with the City Manager and governing board to ensure community needs are met, determining and obtaining necessary resources to operate the department efficiently and effectively and serving as a representative for the City within the community.		
DISTINGUISHING CHARACTERISTICS: The Fire Chief is the sixth level of a six level firefighter series. The Fire Chief is distinguished from the Fire Division Chief in that the Fire Chief has full department wide authority and responsibility.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Supervises Fire Division Chiefs to include: conducting and signing performance evaluations; ensuring compliance with laws, codes and regulations; and, providing technical advice or guidance.	Daily	
2.	Directs, plans and coordinates fire suppression and prevention activities department wide to include: ensuring the department is in compliance with laws and regulations, delegating projects to department staff, ensuring projects remain on schedule, overseeing the maintenance of required records and reports and ensuring department staff are properly trained.	Daily	
3.	Represents the City at a variety of meetings and conferences; gives public presentations to promote public understanding and awareness.	Weekly	
4.	Prepares the departmental budget; monitors expenditures ensuring the department remains within the budget.	Monthly	

Rev. 07/07

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Fire Chief

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
5.	Develops and implements short and long range plans to include determining goals and objectives.	Monthly	
6.	Develops, implements, interprets and enforces department wide policies, procedures and operational standards.	Annually	
7.	Monitors and evaluates the organization's performance ensuring goals and missions are accomplished. Looks for ways to more effectively accomplish goals and objectives.	Annually	
8.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Management and leadership theories and principles;
- Budgeting theories and principles;
- Departmental policies and procedures;
- Fire codes and other applicable regulations;
- Training or fire inspection theories and principles;
- Fire Behavior and suppression techniques and strategies.

Skills (position requirements at entry):

Skill in:

- Developing and implementing short and long range plans;
- Monitoring and evaluating staff;
- Developing, interpreting and enforcing policies, procedures and operational standards;
- Developing and evaluating department wide training or fire inspection programs;
- Developing and administering budgets;
- Writing equipment specifications;
- Giving presentations;
- Writing technical reports;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Fire Chief

Training and Experience (position requirements at entry):

Bachelor's Degree in Fire Science, Public Administration, or related field and five years progressively responsible experience including three years as a command officer; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License.

Physical Requirements:

Positions in this class typically require: standing, walking, fingering, grasping, feeling, talking, hearing and seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (clm)

Date: 05/98

Rev.: 07/07 (jls)